

OSA 3899-63

17 JUL 1963

MEMORANDUM FOR: See Distribution

SUBJECT: OSA Status Charts

REFERENCE: Memorandum from D/FA/OSA to C/OD/OSA;
Subject: OSA Status Charts; dated
16 July 1963 (OSA 3859-63)

1. A project has been established within the Operations Division to develop, produce and maintain sufficient status charts within the OSA Control Center to assure that the Assistant Director and his Staff have adequate status information available.

2. The purpose of this project is to consolidate all pertinent information of major interest for Colonel Ledford and his Staff, and to make this current information available at all times in a central location. The scope of information to be presented will include, but not be limited to:

- a. Mission and support aircraft
- b. Pilot training
- c. Inventory of mission equipment
- d. Major construction status
- e. Major programs
- f. Funding and budget
- g. Satellite program and schedule
- h. Modifications and new equipment
- i. Personnel

3. In order to establish the items of major interest to the Commander and his Staff, a review with each staff section will be necessary. This preliminary development step will be followed by production of a draft of each status chart required. Upon approval of the draft formats, final status charts will be placed in the Control Center for ready use and reference at all times. After finalization of the formats, posting of the data will be accomplished daily by Control Center personnel. The data to be posted will be prepared and forwarded to the Control Center by each staff section on appropriate forms established for the purpose by the Control Center.

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4. The following schedule of meetings is established to initiate paragraph 3. above. Each staff agency should determine the data to be maintained and be prepared to discuss this information in detail with representatives of the Control Center at 0930 on the day indicated below:

OPERATIONS

IDEALIST BRANCH	22 July 1963
OXCART BRANCH	23 July 1963
AUTOMATION BRANCH	24 July 1963

WEATHER STAFF	25 July 1963
INTELLIGENCE DIVISION	26 July 1963
MATERIEL DIVISION	29 July 1963
COMMUNICATIONS DIVISION	30 July 1963
DEVELOPMENT DIVISION	31 July 1963
CONTRACTS DIVISION	1 August 1963
SUPPORT DIVISION	2 August 1963

PERSONNEL BRANCH	5 August 1963
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PROGRAMS STAFF	6 August 1963
CHIEF, OPERATIONS DIVISION	7 August 1963
DEPUTY FOR TECHNOLOGY	8 August 1963
DEPUTY FOR FIELD ACTIVITIES	9 August 1963

FOR THE DEPUTY FOR FIELD ACTIVITIES

BY _____



Chief, Operations Division, OSA

cc: AD/OSA

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